



FIRST THINGS FIRST

ADMINISTRATIVE ASSISTANT III

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

Position serves in staff support capacity to Statewide Community Outreach Manager located in the First Things First central office in Phoenix. Position provides a variety of complex administrative tasks such high level customer service, planning meetings, arranging travel, coordinating activities, establishing priorities, developing effective operating procedures, tracking data and preparing reports, ordering supplies and other tasks as assigned. The position requires substantial effort to coordinate and work with community outreach liaisons and consultants in the Communications Division, all located in offices around the state, while understanding the function of staff and volunteers in the Regional Division.

Typical Duties and Responsibilities:

Under the general guidance of the Statewide Community Outreach Manager:

- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing formal and/or informal minutes, and providing any follow-up activities.
- Assist with special projects as assigned, which may include, but are not limited to research; analyzing data; budget preparation and tracking; report preparation; and contract reviews.

- Provide support to Community Outreach liaisons and consultants, processing related paperwork as well as responding to information requests
- Coordinate tasks with other Executive or Administrative Assistants in multiple divisions and regional offices.
- Purchase/monitor office supplies
- Prepare payroll timesheets/mileage sheets and other record keeping
- Other duties/projects assigned by the Outreach Manager and/or Executive Staff Assistant for the Communications Division.

Qualifications:

- Three years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- Organized, detail-oriented, and ability to handle multiple projects under deadline
- Proactive in identifying and completing tasks applicable to the job
- Ability to problem solve and exercise appropriate judgment
- Possess strong customer-service and interpersonal skills
- Knowledge of the principles and practices of administration and management, regulations and operating procedures, accounting and budgeting procedures
- Skills in oral and written communication
- Team player
- Strong computer proficiency in the entire Microsoft Office Suite, Sharepoint, database software, etc. and the adaptability to merge multiple data system values into consumable documents or products
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, web cam, copier/scanner/fax, etc.

Review of resumes will begin on October 1, 2010 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references by the close of business on September 30, 2010 to:

www.azstatejobs.gov

In the AZ State Personnel System, this position is classified as a Grade 17, with a salary range of \$29,008.10 to \$49,561.41. The position is covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.